

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 06/08/16

CLOSING DATE: 06/15/16 (4:30 PM)

SCDC INTERNAL TITLE: INMATE GRIEV COORD SCDC POSITION #: 016502
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 02 WORK TIME: 0830 AM - 0430 PM
LOCATION: LIVESAY CORRECTIONAL INSTITUTION, SPARTANBURG (SPARTANBURG) LEVEL 1

STATE JOB TITLE: ADMINISTRATIVE ASSISTANT STATE JOB CLASS: AA75
PAY BAND/LEVEL: 04 D
BAND: 04 SALARY RANGE \$ 026988 - \$ 049932 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: \$ 029408 - \$ 030584 SCEIS POSITION #: 61017724

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND WORK EXPERIENCE THAT IS DIRECTLY
RELATED TO THE AREA OF EMPLOYMENT. A BACHELOR'S DEGREE MAY
BE SUBSTITUTED FOR THE RELATED WORK EXPERIENCE.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE
HUMAN RESOURCES). TWO (2) YEARS EXPERIENCE IN A CORRECTIONAL SETTING.
REQUIRES INTERVIEWING SKILLS, PROBLEM SOLVING, MEDIATION ABILITY AND
TYPING SKILLS. MUST SATISFACTORILY COMPLETE SCDC BASIC TRAINING.

DESCRIPTION OF DUTIES:

UNDER LIMITED SUPERVISION FROM THE WARDEN AND CENTRAL OFFICE INMATE
GRIEVANCE ADMINISTRATOR, PERFORMS A WIDE VARIETY OF ADMINISTRATIVE
DUTIES FOR THE INMATE GRIEVANCE BRANCH. INVESTIGATES GRIEVANCES
BY CONDUCTING THOROUGH AND IMPARTIAL INQUIRIES OF CIRCUMSTANCES
PERTAINING TO GRIEVANCES THROUGH INTERVIEWS WITH INMATES AND STAFF.
ANALYZES SPECIFIC INFORMATION OBTAINED AND PREPARES RECOMMENDATIONS
DESIGNED TO RESOLVE PROBLEMS AT THE LOWEST POSSIBLE LEVEL. REVIEWS
AND RESEARCHES SCDC POLICY AS IT RELATES TO GRIEVANCES. MAINTAINS THE
COMPUTERIZED TRACKING SYSTEMS FOR GRIEVANCES. ACCEPTS AND FORWARDS
APPEALS TO CENTRAL OFFICE. PERFORMS OTHER DUTIES AS ASSIGNED.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING